

# Library Clerk

**Department:** Library

**Status:** Part Time – 16 hours/week

**Schedule:**

Monday 3:00PM to 9:00PM

Tuesday 12:00PM to 5:00PM

Wednesday 12:00PM to 5:00PM

Saturday 9:30AM to 3:00PM (every other)

RECEIVED

22 MAY 31 AM 9:09

TOWN OF WALPOLE  
TOWN CLERK



**Salary:** \$19.29 - \$25.46 per hour

**Duties:**\* Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons, related work as required.

**Essential Functions:**

- Receives the public and answers questions; responds to inquiries from public, supervisors, and other staff, when necessary, refers inquiries to appropriate persons.
- Checks library materials in and out; processes overdue charges and fines.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Runs reports, maintains library forms and procedures
- Manages and selects items for interlibrary loans
- Performs routine maintenance on books and other materials
- Assists in maintaining library collections and facilities by straightening books, chairs, shelves, papers and magazines, changing calendars, emptying book drops, and maintaining clean, safe work area.
- Uses library information systems to find information and handle administrative tasks; works in the children's, adult and technical services area.
- Performs a variety of miscellaneous duties such as picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for programs, etc.
- Assists in carrying-out special programs or activities through scheduling, refreshments, reservations, set-up functions.
- Assists in opening and closing the building to the public.
- Performs other related responsibilities as assigned

**Requirements:\***

- High school graduate or equivalency, Associates degree preferred
- Some experience in library environment highly desirable
- Ability and/or willingness to learn library information technology systems
- Establish and maintain connections with employees, supervisors, and public, both adults and children

**This position is opened until filled.**

**All applicants can submit cover letter, resume and Town Application to the following address or email below:**

Kristine Brown  
Human Resources Administrator  
135 School Street  
Walpole, MA 02081  
[kbrown@walpole-ma.gov](mailto:kbrown@walpole-ma.gov)